



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

Via Electronic & Certified Mail

DATE

[CONTACT INDIVIDUAL]
[CONTACT INDIVIDUAL TITLE]
[PROVIDER NAME]
[PROVIDER ADDRESS]
[PROVIDER ADDRESS]
[PROVIDER EMAIL ADDRESS]

Re: Moratorium on New Admissions for Waiver Services – Effective {DATE}

Dear [CONTACT INDIVIDUAL],

At the conclusion of the re-approval process, [PROVIDER NAME] was granted a probationary re-approval period by Provider Services. This re-approval term applies to services offered through the Division of Disability and Rehabilitative Services' (DDRS) Medicaid Home and Community Based Services (HCBS) waiver programs.

During this six-month re-approval period, it is recommended that [PROVIDER NAME] focus on system (policy, procedure and protocol) improvements as addressed in the letter dated [RE-APPROVAL LETTER DATE]. Given your organization's probationary re-approval status, the Bureau of Developmental Disabilities Services (BDDS) is issuing a ninety (90) day suspension of new consumers (authority granted under IC § 12-11-1.1-11 (c) (3)). This suspension applies to any new consumer requesting services through DDRS' Medicaid HCBS waiver programs. This suspension will be in effect starting [START DATE] and will end on [END DATE].

A provider may request an administrative hearing regarding this action (IC § 12-11-1.1-11(b)). To pursue this option, a written petition must be submitted to the Director of DDRS:

Kylee Hope, Director
Division of Disability and Rehabilitative Services
402 West Washington Street, Room W453
Indianapolis, IN 46204

The submitted petition must include a copy of the moratorium letter and an explanation of fact demonstrating the provider is aggrieved or adversely affected by the action. If a hearing request is not filed within fifteen (15) days of the date of this letter, the 90 day moratorium regarding new admissions is final.

Should you have any questions, please contact Shelly Thomas at Shelly.Thomas@fssa.in.gov.

Sincerely,

Cathy Robinson
Director, Bureau of Developmental Disabilities Services

cc: Shelly Thomas, Assistant Director, Bureau of Quality Improvement Services